

CODE OF ETHICS

WELDING GREEK INSTITUTE (WGI) / ΕΛΛΗΝΙΚΟ ΙΝΣΤΙΤΟΥΤΟ ΣΥΓΚΟΛΛΗΣΕΩΝ

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Supersedes the “Code of Ethics” part of document WGI/056, version 2.0 (31/03/2025)

1. Purpose

This Code of Ethics sets out the principles of integrity and professional conduct governing all training, examination, assessment and certification activities of the Welding Greece Institute (WGI).

Its purpose is to safeguard the credibility of the qualifications issued by WGI and the confidence placed in them by employers, accreditation bodies, the International Institute of Welding (IIW) and the European Welding Federation (EWF).

2. Scope

This Code is binding on every person taking part in WGI activities, and in particular on:

- trainees, candidates and holders of diplomas or certificates;
- welders and operators under training, examination or re-examination;
- instructors, lecturers, invigilators, examiners and assessors;
- the staff and external associates of WGI;
- companies sending personnel for training or certification.

Participation in any WGI activity constitutes unreserved acceptance of this Code.

3. Fundamental principles

3.1 Integrity and honesty

- The signatory shall act with integrity, honesty and professionalism throughout all training, examination and certification procedures.
- The signatory shall provide true and complete information on enrolment (identification, work experience, previous qualifications, medical certificates where required).
- The signatory shall not conceal any previous failure, suspension or withdrawal of a qualification by WGI or by any other body.

3.2 Professional competence

- Work shall be undertaken only within the scope of the qualifications held.
- The signatory shall not state or imply qualifications, certification scope or experience that he or she does not hold.

- The signatory shall maintain and update his or her knowledge and shall re-certify within the prescribed time limits, where applicable.

3.3 Impartiality and conflicts of interest

- Any actual or potential conflict of interest in examination, assessment or training activities shall be declared in writing and in advance (family relationship, employment relationship, financial interest, previous involvement with the candidate or his or her company).
- The signatory shall abstain from any role in which impartiality cannot be maintained.
- The signatory shall not offer, request or accept gifts, payments, hospitality or other benefits capable of influencing, or appearing to influence, the outcome of an examination or assessment.

3.4 Confidentiality

- Confidentiality shall be maintained regarding examination papers and content, question banks, the results of others and the internal procedures of WGI.
- Examination material shall not be disclosed, reproduced or posted by any means.
- The obligation of confidentiality remains in force after the relationship with WGI has ended.

3.5 Respect and non-discrimination

- The signatory shall behave with respect towards instructors, fellow candidates, staff and visitors.
- Discrimination, harassment or intimidation on grounds of gender, age, nationality, religion, disability, sexual orientation or any other personal characteristic is prohibited.

3.6 Health and safety

- The signatory shall observe the health and safety rules of the workshop and use the prescribed personal protective equipment.
- The signatory shall not attend under the influence of alcohol or of substances affecting fitness for work.
- Accidents, near misses and hazardous situations shall be reported immediately.

3.7 Reputation of WGI and of the associated bodies

- The signatory shall avoid any behaviour capable of discrediting WGI, the IIW, the EWF or the qualification and certification schemes involved.
- The signatory shall not make statements or publications that misrepresent his or her relationship with WGI.

4. Integrity of examinations

During any theoretical or practical examination, the following are expressly prohibited:

- copying and the use of unauthorised aids, mobile telephones or smart devices;
- impersonation, that is, the participation of a third party in place of the candidate, as well as assistance by a third party in producing a test piece;
- tampering with test pieces, substitution of material, or interference with a test piece after it has been marked;
- alteration or concealment of the results of destructive or non-destructive testing;
- removing, photographing or reproducing examination papers;
- any attempt to influence an examiner, invigilator or assessor.

Where any of the above is established, the examination shall be **annulled immediately**, without refund of fees, and the matter shall be referred to the procedure set out in clauses 6 and 7.

5. Reporting of incidents

Any person becoming aware of a breach of this Code shall report it in writing to WGI at info@wgi.gr.

Reports are handled confidentially. WGI does not tolerate retaliation against any person who has made a report in good faith.

6. Handling of breaches and appeals

Every reported breach is examined by WGI under a documented procedure. The person concerned is invited to present his or her position before a decision is taken. The decision is reasoned and is notified in writing.

The person concerned is entitled to lodge an **appeal within [30] calendar days** of notification, in writing to info@wgi.gr. The appeal is examined by persons who took no part in the original decision.

7. Sanctions

Depending on the seriousness of the breach, WGI may impose one or more of the following sanctions:

- a written warning;
- annulment of the examination and exclusion from re-examination for a defined period;
- termination of participation in the programme, without refund of tuition fees;
- suspension or **permanent withdrawal** of a diploma or certificate;
- exclusion from future participation in WGI programmes;
- notification of the IIW, the EWF, the accreditation body and the employer, where required;

- notification of the competent authorities and the exercise of all legal rights, where applicable.

8. Validity and review

This Code takes effect on the date of issue and is reviewed at least every three years, or whenever the requirements of the IIW, the EWF or the accreditation body change. The version in force is published at www.wgi.gr.